

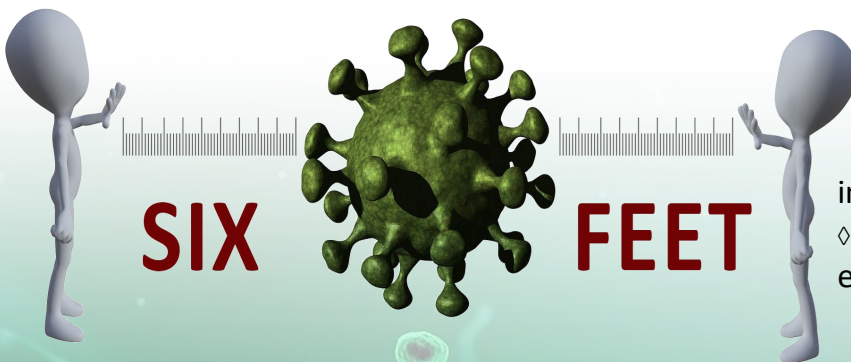
COVID-19 GUIDANCE FOR THE WORKPLACE: USE YOUR HEAD! STOP THE SPREAD!

Minimize close contact with customers and coworkers:

- ◇ Offer curbside service, or delivery options, if possible.
- ◇ Mark queue areas such as checkout counters with spacing lines on the floor to maintain at least 6 feet between customers.
- ◇ Limit the number of persons allowed to enter the facility at one time.
- ◇ Liberally post signage reminding customers and employees of social distancing guidelines.
- ◇ Encourage telework wherever possible.
- ◇ Screen employees daily for COVID-19 symptoms by asking if they have symptoms (fever, cough, shortness of breath) and completing a temperature check upon entry into the workplace.

Promote prevention:

- ◇ Require sick employees to stay at home, and adjust leave policies to allow employees to have the time they require to recover before returning to work.
- ◇ Post clearly visible signage on entry doors requesting that customers who are experiencing symptoms of illness stay out of the building. If possible, provide a phone number they can call if they need urgent assistance.
- ◇ Clean and disinfect frequently-touched surfaces often.
- ◇ Place hand sanitizer and disinfecting wipes at the front entrance, at workstations, and in the restrooms, and keep these well-stocked.
- ◇ Keep restrooms stocked with hand soap, and post hand hygiene information in the restrooms and break areas.
- ◇ Provide gloves and face coverings for employees.



For printable resources and more information, visit
health.maryland.gov/allegany
and click on the link for COVID-19.



Allegany County
HEALTH DEPARTMENT
"Healthy People, Healthy Communities"